

CONFIDENTIAL

Records Mgmt - 4-1

Archiving

3 June 1960

Chief, Records Management Staff

Change in Records Control Schedule

1. It is requested that the following change be made in the disposition instructions of Records Control Schedule (#50-02-60) for the [redacted]

ITEM FILES IDENTIFICATION

DISPOSITION INSTRUCTION

42 Purchase Order Files

Temporary. Transfer to inactive file in office at end of fiscal year. Retain there until after audit. Retire to Records Center and destroy six years after end of fiscal year covered.

Distribution:

Orig - Addressee

- 1 - ARO Office of Logistics
- 1 - Records Center
- 1 - Records Systems and Disposition Branch
- 1 - RMS

Mgt/S/RMS/RS&DB/[redacted] fms (3 June 1960)

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